



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>ASSOCIATE WARDEN OF PROGRAMS</b>	<b>41*</b>	<b>A</b>	<b>12.553</b>

Under general direction of the Warden within assigned correctional institution, direct the Classification and Disciplinary Committees, vocational and academic education, counseling and guidance, and inmate housing unit operations; participate in fiscal and administrative management; and supervise non-uniformed staff.

Plan, organize and direct the classification process within assigned correctional institution to ensure the individualized custody, care and training of offenders as authorized by NRS 209.351. This duty is accomplished by coordinating the classification of offenders; serving as Chair of the Classification Committee; coordinating the release of offenders with the Classification and Planning Section; and ensuring the proper paperwork has been completed prior to release. This duty is performed independently and the Warden is periodically consulted on the status of the classification process.

Perform various fiscal and administrative management tasks as directed by the Warden to include the preparation, submission and control of the institutional budget; preparing in-depth studies and reports for the Board of Pardons and Parole, Attorney General's Office, Warden, and other agencies; engaging in planning meetings which includes developing and establishing policies with the Warden, Associate Warden of Operations, and Director; acting as public relations liaison between the correctional institution, other agencies, and the community; and monitoring and regulating internal and external self-help groups and clubs. This duty is performed under the Warden's direction.

Manage the vocational and academic education programs to facilitate the training of offenders by supervising the vocational center activities, coordinating the placement of offenders in on-the-job training programs, supervising inmate payroll and assessment, coordinating all on-going educational programs with the community and outside agencies, developing new and revising current program procedures, and soliciting new training and work programs. This duty is performed independently and the Warden is periodically consulted concerning the progress of the vocational and academic education program.

Direct the counseling and guidance program to ensure the proper treatment of offenders by overseeing and monitoring the disciplinary process, dealing with offender problems beyond the scope of caseworkers, and review and approve the findings of the Disciplinary Committee. This duty is performed independently and the Warden is periodically consulted concerning the progress of the counseling and guidance program.

Oversee the sanitary condition and general maintenance of the institution by designing and administering a system which provides for the utilization of inmate workers to perform general maintenance tasks to ensure the institution is able to meet federal and State regulations.

Supervise non-uniformed staff which includes recreation services, food services, academic education and vocational services, the counseling and guidance program, maintenance, and the clerical unit to achieve maximum service and production. This duty is accomplished by evaluating, counseling and disciplining staff, coordinating training classes, and updating and streamlining procedures. This duty is performed independently and the Warden is periodically consulted concerning staff performance.

Independently draft and/or supervise the drafting of correspondence for the signature of the Warden, Director or Governor which may relate to inmate complaints against the prison staff or institutional programs and policy.

**\* Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

Review all inmate release paperwork prepared by caseworkers to ensure required forms and documents are completed accurately; review inmate file to determine if detainers exist for previous offenses or request for notification of release and forward to the Warden for review.

Manage the facility's institutional file system containing inmate case histories and personal data by direct supervision and training of records staff and the monitoring and development of security procedures; work with the department's central records office for updating and release of inmate file data.

Serve as the Administrative Officer of the Day and review critical and unusual incidents reported by various institutions and facilities and take appropriate action or advise officers of the actions to be taken by applying knowledge of agency rules and regulations and notify the Assistant Director, Director and the Governor's Office on critical incidents and the actions taken. Function as acting Warden of assigned institution/facility as directed.

Responsible for the staffing, inventory and accessibility of the institutions/facilities law library; ensure legal guidelines and standards are maintained regarding services, supplies and availability to inmates.

Perform related duties as assigned.

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### MINIMUM QUALIFICATIONS

#### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- \* A Master's degree with specialization in criminal justice, psychology, sociology, social work, public administration or closely related field may be substituted for one year of the required journey level experience.

**EDUCATION AND EXPERIENCE:** Graduation from high school and two years of supervisory experience comparable to the Correctional Casework Specialist III level and five years of responsible journey level experience conducting casework services and investigations, making program eligibility determinations and preparing detailed reports for the purpose of rehabilitation, program development and program services of clients or the institutional classification and discipline of inmates. Determinations are based on the application of laws, rules, regulations and through analysis and verification of data contained in case history files, investigative reports, personal interviews, and departmental reports. Work experience may be obtained in a correctional, parole and probation, social services, vocational guidance rehabilitation or comparable setting; **OR** graduation from an accredited college or university in criminal justice, psychology, sociology, social work, public administration or closely related field, two years of supervisory experience comparable to the Correctional Casework Specialist III, and three years of responsible journey level experience as stated above. (See *Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Knowledge of:** the causes of crime, delinquency and methods of rehabilitation; principles and procedures of offender classification; principles and practices of counseling and guidance; methods used and problems involved in supervision and adjustment of prison offenders; casework theory, practice and the principles of individual and group behavior. **Ability to:** analyze problems, situations, practices and procedures to identify relevant concerns or factors, formulate logical and objective conclusions, and recognize alternatives and their implications; supervise professional personnel which includes delegating responsibility, the recruitment and training of staff, evaluating the effectiveness of subordinates, and administering necessary discipline; write concise, logical, grammatically correct correspondence and analytical reports in developing and explaining prison policy and procedures; establish and maintain reference and record keeping files, with clear audit trails for accountability.

**MINIMUM QUALIFICATIONS** (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** court orders, consent decrees and institutional procedures to properly interpret and implement these procedures. **Knowledge of:** the purpose, activities and functions of the department as applied to administering the program areas; State laws and regulations governing the department; the principles of budgeting and of the general budget process according to State rules and regulations. **Ability to:** manage space, equipment and material resources, including the development of utilization plans and justification of acquisitions; monitor and project budget position on the basis of existing revenue and expenditures.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.553

ESTABLISHED: 7/175  
REVISED: 7/28/77  
REVISED: 9/27/84  
REVISED: 9/23/85R  
REVISED: 10/25/85-3  
REVISED: 5/19/88-3  
REVISED: 12/9/88-3  
REVISED: 3/3/89-12  
REVISED: 7/1/91P  
7/6/90PC  
REVISED: 11/15/91PC  
REVISED: 1/1/01LG  
REVISED: 7/1/01LG